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| POLICY TITLE PROJECT MANAGEMENT OF DIRECT GRANTS ASSISTED WATER AND SEWAGE PROJECTS | | NO. 06-02-01 |
| <u>Legislative Authority</u> the Ontario Water Resources Act | | |
| <u>Statement of Principles</u> This policy describes the Ministry's goals regarding the provision of project management services to municipalities that it assists with direct grants for water and sewage projects. It outlines eligibility criteria, a procedure for authorizing project management, and the components of such management. 1. <u>Eligibility for Project Management</u> 1.1 <u>Municipal Responsibility</u> It is the intent of the Ministry that municipalities be responsible for project management whenever feasible. The Ministry will, however, provide management to municipalities lacking resources and expertise. | | |
| <u>Point of Contact</u> Director, Project Engineering Branch | | |
| <u>Effective Date</u> February 24, 1981 | | |

1.2 Criteria for Eligibility

Municipalities requesting project management services must meet all of the following criteria:

- (a) the municipality must have a population less than 7,500;
- (b) the municipality is not located in a Regional, District or Restructured Municipality;
- (c) the municipality must be in receipt of an MOE grant;
- (d) a proper Resolution of Council has been received;
- (e) the municipality has had no previous experience with a comparable project;
- (f) the project in question is a major or complex project.

2. Authorization of Project Management Procedure

2.1 Coordination with Project Priority Evaluation

In coordination with a Project Priority Evaluation, (see Policy 06-01) the following steps will be followed.

2.2 Resolution of Council

The municipality submits a Resolution of Council requesting Project Management, to the Regional Director.

2.3 Regional Report

The Region submits its recommendation on eligibility for Project Management to the Project Engineering Branch.

2.4 Branch Report to AOM Operations Division

The Project Engineering Branch makes a recommendation regarding eligibility to the Assistant Deputy Minister, Operations Division, for confirmation and submission to the Deputy Minister for approval.

3. Components of Project Management

Project management by the Ministry should include all of the following elements:

3.1 Management Agreement

MOE will prepare and execute a project management agreement with the municipality.

3.2 Consultant Selection

MOE in conjunction with the municipality will select a consultant to investigate the problems and design the facility.

3.3 Engineering Agreement(s)

MOE will prepare and ensure execution of engineering agreement(s) between the consultant and the municipality.

3.4 Design Stage Procedures

MOE will handle the design stage procedures which include acting as an agent of the municipality and handling administrative details such as applying to the Ontario Municipal Board, obtaining necessary approvals and applying for MOE and Federal grants.

3.5 Tender

MOE will handle tender calls, tender review and contract award in conjunction with the municipality.

3.6 Construction

The consultant is responsible to MOE as agent of the municipality for management of construction.

March 15, 1981